King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.03.034, Employee Punctuality	Approved By:	Director John Diaz
	Effective Date:	April 01, 2022
	Reviewed By:	PRC, HRDSM
Distribution:	Review Date:	December 09, 2021

Policy
It is the policy of the department that staff is ready to work at their scheduled start time.

Definitions
Six months: For the purposes of this policy, shall be defined as six calendar months. The date of an event shall be carried to the same date of the month that occurs six months later.
Late: Being unprepared for duty and/or not present any time after the employee's scheduled start time.

References

Department Policy:	1.03.022, Inclement Weather	
Forms:	King County Absence Request Form	(ARF, 1394)
	Late Slip Form	(F-542)
	Officers Report	

A. General Guidelines

1. This procedure shall adhere to the current contract language for discipline.
2. In the event of inclement weather or any other clearly extraordinary circumstance, the shift commander or program administrator shall consult with the division major or the executive duty officer.
3. Any excused tardiness caused by clearly extraordinary circumstance, as described in general guideline 2, over fifteen (15) minutes shall be accounted for by the employee taking either accrued compensatory time, vacation, or holiday leave for the part of the shift missed. This shall be accomplished by the employee submitting an absence request and Officer's Report to the division major or program administrator for approval.
4. All Late Slips shall be forwarded to IIU for tracking purposes.

B. Procedure

1. For each time an employee is late, the supervisor shall:
   a. Complete a Late Slip Form (F-542).
   b. Require the employee to sign the form.
   c. Allow the employee to write a brief explanation of the cause of the tardiness on the late slip form.
   d. Give the employee a copy of the form.

e. Forward the original form, for filing, to the Captain's Office for a uniformed employee and to the program administrator or manager for a non-uniformed employee.

2. For each time an employee is more than fifteen minutes late and is unexcused, the supervisor shall:
   a. Put the employee on "no-pay" status for the duration of the absence.
      1) Employee may submit an absence request to the division major, requesting approval of the use of personal time (excluding Sick Leave), to cover the time absent.
   b. Direct the employee to submit a report and a King County Absence Request Form (ARF, 1394)**.**
   c. Direct the employee to submit an Officer's Report or memorandum explaining the details of the absence without pay by the end of his or her shift. The supervisor shall forward the report, including their own observations regarding the employee.
   d. If a Late Slip is issued, the Leave Without Pay (LWOP), no-pay status shall not result in additional disciplinary action.
3. For each incident, the supervisor shall determine if there has been a prior tardy incident within the last six months.
   a. The Internal Investigations Unit (IIU) will keep an updated attendance spreadsheet that the shift commander/supervisor will check to determine any prior instance of tardiness.
   b. Each employee shall be entitled to a "waiver" for the first tardy of each calendar year. These waived incidents of tardiness shall not count as occurrences for the purpose of tracking progressive discipline.
   c. If the tardiness is the employee's first occurrence of the calendar year, the employee may submit an absence request form requesting to use accrued compensatory time, vacation, or accrued holiday in lieu of no-pay.
   d. For the first incident of tardiness after the employee's annual waiver, the supervisor shall issue a verbal warning to the employee.
   e. If, within six months of the first incident, a second incident of tardiness occurs, the shift commander or administrator shall forward a memo to the employee titled "Punctuality Memo" including:
      1) Documentation of both incidents, to include the date of the annual waiver.
      2) A reminder to the employee of departmental expectations, including a copy of this policy.
      3) A warning not to be late again within six months, or progressive discipline may apply.
   f. A copy of the completed punctuality memo shall then be forwarded to the Internal Investigations Unit (IIU).
4. If, within six months of the second incident, a third incident of tardiness occurs, the shift commander or administrator shall:
   a. Issue the employee a Letter of Corrective Counseling in the approved department format.
   b. Complete the distribution of signed copies acknowledging the employee's receipt of the signed Letter of Corrective Counseling, including a copy to IIU.
   c. Retain copies of the Late Slip Forms (F-542) in the Administrator's files.
5. If, within one year of the third incident, a fourth incident of tardiness occurs, the shift commander or administrator shall:
   a. Issue the employee a Written Reprimand in the approved department format.

   b. Complete the distribution of signed copies acknowledging the employee's receipt of the signed Written Reprimand, including a copy to IIU.
   c. Retain copies of the Late Slip Forms (F-542) in the Administrator's files.
6. For the purpose of tardiness, employees at a written reprimand or higher level of discipline shall continue to progress to the next level (except for the annual "waiver" outlined above, see B.3.a.), unless they have gone two years without any attendance related issues (including tardy, no-pay, no call/no show), in which case their occurrences shall reset to zero, and a new progression shall begin.
7. For further incidents of tardiness beyond the Written Reprimand level of discipline, the shift commander or administrator shall notify the division major or program administrator, who shall forward all documentation to IIU for processing.